



The BASO Connection

January 2004



Distributed monthly by the Business & Administrative Systems Office

About This Newsletter



The BASO Connection is a monthly newsletter dedicated to working in the systems supported by the Business and Administrative Systems Office (BASO) in HQ Code CF, including Core Financial SAP, Business Warehouse, Travel Manager, and Budget Formulation.

Mastering the Art of the SR

As you probably know by now, changes to SAP master data (such as project WBS, cost centers, and derivation rules) must be submitted via service requests (SRs) to the IFMP Competency Center. The Competency Center is very particular about how SRs should be submitted, so to ensure that your SR is processed smoothly, follow these guidelines:

Contact the BASO

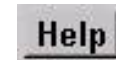
It's a good idea to call the BASO (358-IFMP) before you submit your SR. The BASO support staff can help you prepare your SRs and ensure you're including all the required information. Also, to avoid duplicate SRs, be sure to check if others in your office have already submitted an SR for the same issue.

Complete the Correct OLQR Form

The master data request forms can be found on the Online Quick Reference (OLQR) at

<http://olqr-cf.ifmp.nasa.gov>. The master data forms page can be accessed in two ways:

- From the OLQR home page, click the small gray **Help** button, and then select **Master Data – Forms** from the pop-up menu.



- Alternatively, click on any **sub-process area** (e.g., Budget Execution), and then click on the green **Forms** button at the top of the sub-process menu page.



The appropriate OLQR form must be attached to the SR before it is submitted to the Competency Center.

Log your SR Online

To submit your SR to the Competency Center online, go to <http://ipo.ifmp.nasa.gov> and click on **Submit a**

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Service Request from the menu, which will take you to the online IFMP SR system. In the *Application* field, be sure to assign your SR to the correct functional area. For example:

- Assign fund centers, project WBS, and all derivation rule (including cost center derivations) SRs to *CORE FINANCIALS > BUDGET EXECUTION*
- Assign cost center, cost element, function code, and labor crosswalk requests to *CORE FINANCIALS > COST MANAGEMENT > CM-Cost Management or CM-Labor*

Remember, the BASO is there to help you with your master data SRs. Call 358-IFMP or stop by Rm 4R49!

ZNASAST5 vs ZNASACP



Say what? ZNASAST5 and ZNASACP are the transaction codes for two key budget execution reports in SAP R/3. While these reports appear similar, they do provide two different views of funding data. Here's a quick breakdown:

ZNASAST5

The ZNASAST5 transaction generates the *Fund Status Cumulative* report. This fund status report displays the budget, commitments/obs/costs/disbursements (COCD), and the available balance. This report includes both direct and reimbursable dollars. It's best to use ZNASAST5 when you want to know the available balance for a particular fund/funds center.

ZNASACP

The ZNASACP transaction generates the *Cost Pool Funding Status* report. Like ZNASAST5, this report displays the budget and COCD for direct and reimbursable dollars, however, it also includes cost

pool funding information. Another difference is that ZNASACP does not include the available balance. Therefore, ZNASACP is a better report to see the total funding status for a particular funds center (including direct, reimbursable, and cost pool funding).

In summary:

	ZNASAST5	ZNASACP
Budget	✓	✓
COCD	✓	✓
Available Balance	✓	
Cost Pool Funding		✓

For more information, check out the Budget Execution Reporting Job Aid at <http://corefinancial.hq.nasa.gov> > *Materials and Job Aids > Budget Execution Reporting in SAP R/3*.

Introducing the BF-BW!

Did you know that Budget Formulation (BF) features its own Business Warehouse (BW) separate and apart from Core Financial (CF)? Recall that Budget Formulation, using SAP's Strategic Enterprise Management (SEM), serves as a bottom-up, Agency-wide planning tool that supports NASA's budget formulation planning activities in a full cost environment. The Budget Formulation BW features over 100 reports concerning workforce, project planning, service pools, center G&A, and corporate G&A. While the Budget Formulation BW (BF-BW) contains many of the same features and functionality as the Core Financial BW (CF-BW), it operates independently and in concert with the SEM application, setting these twin servers apart.

To access the BF BW, you must be mapped to the Budget Formulation Center Report Viewer role and

complete the required training. For more information on Budget Formulation access and training, check out the HQ Budget Formulation website at <http://budgetformulation.hq.nasa.gov>, or call the BASO at 358-IFMP.



BW Travel Workshops are Cruisin'!

The BASO's Travel Approval and Reporting Workshops are a hit! The two-hour session covers the new Account Reviewer process and provides instruction on how to pull travel reports in the Core Financial BW. Groups from 13 HQ Codes have already registered and the feedback is positive. BW is getting easier and easier with the BASO's customized bookmarks. Sign up online at <http://corefinancial.hq.nasa.gov/bw/signup.htm>.

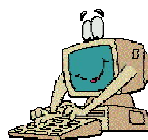
Did You Know?



Job Aids Available 24/7!

The BASO's Core Financial website has great job aids designed to help you work in SAP R/3 and BW. Just go to <http://corefinancial.hq.nasa.gov> and click *Materials and Job Aids* on the menu. This is also a great stop for new system users!

Got ideas for job aids? Is there a task or a transaction that you keep struggling with? Let the BASO's Bobby Thomas know at bthomas@hq.nasa.gov.



Share Your Website Suggestions!

The BASO is currently designing a new BW website and we'd love to hear your ideas! There will be a BW Website Forum on Wednesday, February 4 from 12pm - 2pm in Rm 3R53. Stop by for a preview of the new site and share your suggestions on how the BW website can be most helpful to you. RSVP to Crystal Gorham at cgorham@hq.nasa.gov.

BASO Contacts

The BASO, housed within HQ Code CF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, and Budget Formulation.

BASO Support Center

358-IFMP, Room 4R49

Operating Hours: 8am – 4:30pm daily (closed 12pm – 1pm Thursdays)

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Erica Rabbit at erabbit@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.